



**LAKE COUNTY, FLORIDA  
DEPARTMENT OF GROWTH MANAGEMENT  
ZONING DIVISION  
Phone: 352/343-9641 Fax: 352/343-9767  
LOT LINE DEVIATION  
SUFFICIENCY SUBMITTAL CHECKLIST**

**Purpose and Intent**

- ☐ To reconfigure two (2) or more Lots of Record or legally created lots each of which currently meet all other sections of the Land Development Regulations and all requirements of the Lake County Comprehensive Plan; or
- ☐ To reconfigure two (2) or more Lots of Record or legally created lots in order to meet all other sections of the Land Development Regulations and all requirements of the Lake County Comprehensive Plan or to make each lot more compatible to the Land Development Regulations and the Lake County Comprehensive Plan; or
- ☐ To reconfigure two (2) or more Lots of Record, either one or all of which are non-conforming Lots of Record due to setbacks, in order to make them more conforming Lots of Record.

**Standards**

- ☐ A Lot Line Deviation/Adjustment may be applied for lots in either a platted subdivision or a metes and bounds legal description, provided that each parcel or lot is currently recognized as a Lot of Record or legally created lot approved by Lake County.
- ☐ Existing access to each lot may not be altered for each lot (i.e. an easement may not be added or extended).
- ☐ Only abutting Lots of Record or abutting legally created lots may be reconfigured.
- ☐ A lot line adjustment shall not be approved within a platted subdivision when such lot line adjustment changes the character of the subdivision, or where the lot line adjustment increases the density, beyond the general nature of the subdivision. The creation of a flag lot is prohibited.

**Initial Submittal**

All applicants should contact Planning staff for a preliminary meeting to discuss before submitting an application.

The County shall consider a Lot Line Deviation/Adjustment upon the submittal of the following materials:

- ☐ An application form provided by the County and applicable application fees:
  - ☐ **Two lots adjusted - \$275.00**
  - ☐ **Three or more lots adjusted - \$350.00**
- ☐ Field and/or Boundary Survey: One copy (with raised seal) of a survey showing the intended lot line deviation prepared by a professional land surveyor registered in Florida. The survey must include and identify:
  - ☐ The overall legal description of the original parcel or parcels being affected.
  - ☐ The legal description of each parcel created.
  - ☐ The legal descriptions of all existing easements.
  - ☐ All existing structures.
  - ☐ The 100 year flood zone and the Mean High Water Line (MHWL) must be identified on the survey and detail the amount of acres out of the MHWL and the amount within the MHWL.
  - ☐ Jurisdictional wetland line and/or environmental conservation easement.
  - ☐ Roadway centerline data and location.
- ☐ Aerial photograph no older than four (4) years showing the boundaries of the proposed adjustment. (Aerial photos may be obtained at the Lake County Public Works Department, 437 Ardice Avenue, Eustis, FL (352) 483-9000)
- ☐ A sketch on a soil survey map showing the boundaries of the proposed adjustment. (Obtainable at US Department of Agriculture Service Center, 1725 David Walker Dr, Suite C, Tavares, FL (352) 343-2481 ext. 6.)
- ☐ Current property record cards of the affected parcels.
- ☐ Warranty deeds for the affected parcels.

**Review**

Staff will review the application after submittal of a complete application. Staff will make final approval once the Lake County's Land Development Regulations and the Comprehensive Plan are satisfied. The applicant will be required to resubmit necessary documentation in accordance to staff's comments and the necessary requirements for final approval submission requirements as identified above.

**Final Submittal**

Prior to final approval, in addition to any other requirements, the following shall be required:

- ❑ Legal descriptions and acreage or square footage of the original and proposed lots together with the legal description of any existing or proposed easements shall be shown on a boundary survey prepared by a professional Land Surveyor registered in the State of Florida.
- ❑ The Survey must show all structures, easements, flood zones with base flood elevation, and wetlands showing the total acreage inside and outside of the jurisdictional wetland line.

**Expected Processing Time**

The average time frame for review and approval will be approximately three weeks, depending upon when surveys are received. Lot Line Deviations for Affordable Housing Projects shall be processed within two weeks, depending upon the survey being received in a timely manner.

**Recording**

Upon approval of the Lot Line Deviation/Adjustment, the County shall record the Lot Line Deviation/Adjustment on the appropriate maps and documents, and shall, at the applicant's expense, record the Lot Line Deviation/Adjustment in the public records of Lake County.

Recording fees average \$10.50 to \$54.50 (to be determined when the Development Order has been prepared for recording) to be paid by the applicant.



**LAKE COUNTY, FLORIDA  
DEPARTMENT OF GROWTH MANAGEMENT  
ZONING DIVISION**

**LOT LINE DEVIATION/ADJUSTMENT APPLICATION**

Date: \_\_\_\_\_

File # \_\_\_\_\_

**Owner(s) of Property** \_\_\_\_\_

Signature of Owner(s)

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**Representative:** Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**Legal Description:** (Attach a copy of the Recorded Deed and Property Record card.)

Alternate Key # \_\_\_\_\_ Sec. \_\_\_\_\_ Twn. \_\_\_\_\_ Rng. \_\_\_\_\_

**Property Information:**

1. Is the subject property a lot of record? YES \_\_\_\_\_ NO \_\_\_\_\_
2. Current Zoning \_\_\_\_\_ Future Land Use \_\_\_\_\_
3. Has this property been granted a variance? \_\_\_\_\_ If yes, Case # \_\_\_\_\_
4. Number of original lots \_\_\_\_\_  
 Number of lots after reconfigured \_\_\_\_\_  
 Size of lots being re-created: acres \_\_\_\_\_ square feet \_\_\_\_\_
5. Is the property located in the **Green Swamp ACSC?** \_\_\_\_\_ **Wekiva?** \_\_\_\_\_
6. Affordable Housing Projects: Estimated value of structure(s) and land for each lot.  
 Structure(s): \$ \_\_\_\_\_ + Land \$ \_\_\_\_\_ = \$ \_\_\_\_\_. If the combined value is equal to or less than 80% of the median price of a home in the Orlando MSA and/or at least 30% of the dwellings in each phase are affordable; the Project qualifies for expedited review.

**To be Completed by Staff Only**

Planner Comments: \_\_\_\_\_

**SIGN-OFF/COMMENTS:**

Property Appraiser's Office: \_\_\_\_\_

Affidavit recorded in ORB: \_\_\_\_\_ Page: \_\_\_\_\_

Drawn on Map by: \_\_\_\_\_ File Name Used: \_\_\_\_\_

**Submittal and Final Approval Requirements for All Lot Line Deviations:**

- \_\_\_ 1. An application form provided by the County.
- \_\_\_ 2. One parcel sketch on a soil survey map with the boundary(ies) of each lot indicated. (Obtainable at US Department of Agriculture Service Center, 32235 David Walker Dr, Tavares (352) 343-4101.)
- \_\_\_ 3. One (1) parcel sketch on an aerial photo with the boundary(ies) of each lot indicated. (The aerial photo may be obtained at the Lake County Public Works Department, 123 N. Sinclair Ave, Tavares (352) 253-4900.)
- \_\_\_ 4. Copy of property record card and recorded warranty deed.
- \_\_\_ 5. Field and/or Boundary Survey: One copy (with a raised seal) of a survey showing the intended lot line deviation prepared by a professional land surveyor registered in Florida. The survey must include and identify:
  - a. The overall legal description of the original parcel or parcels being affected.
  - b. The legal description of each parcel created.
  - c. The legal description of all existing easements.
  - d. All existing structures.
  - e. The 100 year flood zone and the Mean High Water Line (MHWL) must be identified on the survey and detail the amount of acres out of the MHWL and the amount within the MHWL.
  - f. Jurisdictional Wetland Line and/or environmental conservation easement.
  - g. Roadway centerline data and location.
- \_\_\_ 6. Review fees:
  - a. 2 Lots Adjusted - \$175.00
  - b. 3 or more Lots Adjusted - \$250.00

- **Note:** All applicants should contact Customer Services Staff for a preliminary meeting to discuss application before submitting application.

#### **Review Process for Lot Line Deviations:**

Staff will review the application after submittal of a **complete application**. Staff will make final approval once the Lake County Land Development Regulations and the Comprehensive Plan are satisfied. The applicant will be required to resubmit necessary documentation in accordance to staff's comments and the necessary requirements for Final Approval Submission Requirements as identified above.

**Recording Fees** - Average \$10.50 to \$54.50, (to be determined when the Development Order has been prepared for recording) to be paid by the applicant.

**Expected processing time:** The average timeframe for review and approval will be approximately three weeks, depending upon when surveys are received. Lot Line Deviations for Affordable Housing Projects shall be processed within two weeks, depending upon the survey being received in a timely manner.